



Maryland Judiciary

Job Announcement

mdcourts.gov/jobs

Opening Date:	December 10, 2015	Closing Date:	December 24, 2015
Job Title:	Licensing Clerk, Advanced	Position Type:	Regular, Full Time
PIN:	059899	FLSA Status:	Non-Exempt
Location:	Circuit Court for Baltimore City Baltimore, Maryland	Grade/Salary:	J06 \$33,471 - \$36,447 (Depending on Qualifications)
Financial Disclosure:	No		

Essential Functions: Issues Business and Marriage Licenses in accordance with department procedures, Annotated Code of Maryland and using the Elicense Program and MiM Program (Marriage in Maryland). Assists the public either by telephone or in person. Records Ministers returns, search records for the public, collect fees, issue certified copies, answers question regarding the issuing of Licenses. Obtain proper clearances from the Dept. of Assessment and City Finance using the appropriate website. Keep aware of ever changing laws and procedures for issues of Licenses. Administer oaths.

Education: High School Diploma or GED

Experience: Minimum of one year of related experience.

Skills/Abilities: Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information to the public. Ability to learn and apply job-related terminology, policies, procedures, regulations and laws and to define problems, collect data, establish facts, record data, appropriately complete forms and provide information to customers. Ability to interpret comments and notations and record essential information. Ability to set priorities and simultaneously process multiple duties and responsibilities. Ability to operate a cash register and have math skills necessary to calculate fees. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data entry test, each test not to exceed 5 minutes. Ability to perform all essential functions of this position.

All applicants must complete a Maryland Judiciary Employment Application, with original signature or typed signature (in any font) to be considered for this position. The candidate selected for this position will be subject to a background check.

Materials must be received in the Human Resources Office at the address below by 4:30 p.m. on the closing. The Human Resources Department will not be responsible for applications sent to any other address.

Circuit Court for Baltimore City
Courthouse East
111 North Calvert Street
Baltimore, MD 21202
Attn: Human Resources

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or federal law. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.